

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA.**

***Hr Handbook Update No. 2006 – 0002***

***To:* HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

***Subject:* Documentation and Reporting Requirements Update**

***Issue Date:* June 26, 2006**

On February 24, 2006, we distributed an email notification to HR Directors announcing the new qualification verification requirements for internal agency personnel actions. These new requirements allow an agency greater flexibility in determining how it chooses to document qualification verifications for these actions. The “Qualification Verification Required Documentation for Internal Agency Personnel Actions” document was attached to the “Documentation and Reporting Requirements” section of the HR Handbook at that time.

We have now updated the following sections of the “Documentation and Reporting Requirements” to reflect this information.

Section VI B 1

Section VI B 2(a)

Section VI B 2(b)

Section VI B 2(c)

Section VI B 3

Section VI C 1

Please note that an SF-10 is no longer absolutely required for regular reallocations and internal noncompetitive promotions. For internal reassignments, internal demotions and details to special duty, the requirements were clarified. For career progression group reallocations, the requirements were changed so that agencies now must document the initials or signature of the person making the qualifications determination.

Also, the Quest information in Section VI B1 was updated to clarify that copies of job search postings must be maintained.

The online HR Handbook can be located at [www.dscs.state.la.us](http://www.dscs.state.la.us). Scroll down in the blue menu frame on the left side of the screen to the major topic heading “HR Reference;” then click on “HR Handbook” under that topic heading.

If you have any questions regarding this information, please contact the Staffing Division, telephone (225) 342-8536.

Sincerely,

s/Anne Smith Soileau  
Director